

# CALIFORNIA HORSE RACING BOARD

## EXAMINATION BULLETIN SUPERVISING SPECIAL INVESTIGATOR I OPEN / NONPROMOTIONAL

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CALIFORNIA STATE GOVERNMENT * AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MONTHLY SALARY	\$4778 - \$5765
FINAL FILE DATE	JULY 14, 2005
FILING/REQUIREMENT INFORMATION	<p>ALL APPLICANTS MUST meet the education and/or experience requirements for this examination at the time the application is filed. APPLICATIONS (Std. Form 678) MUST BE <b>COMPLETED FULLY AND SIGNED</b>.</p> <p>If you have a disability and need special testing arrangements, mark the appropriate box to question number 2 on the first page of the Application (Form 678). You will be contacted to make specific arrangements.</p>
HOW TO APPLY	<p>Standard State Application, form 678, may be filed in person or by mail to:</p> <p>WENDY MATSUDA CALIFORNIA HORSE RACING BOARD 1010 HURLEY WAY, SUITE 300 SACRAMENTO, CA 95825 (916) 263-6049</p> <p><b>SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.</b></p>
Application for Examination Information	<p>In completing question 11, on the first page of the Application (Form 678), you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:</p> <ul style="list-style-type: none"><li>(1) The record of such an incident has been sealed in accordance with the Penal Code Section 851.7, 851.8, 1000.5, 1203.45; or</li><li>(2) The record of such an incident has been expunged or is expungable pursuant to Health and Safety code Section 11361.5, which pertains to various marijuana offenses; or</li><li>(3) The conviction was under Health and Safety Section 11557 or its successor 11366 when that conviction was stipulated or designated to be a lesser-included offense of the offense of possession of marijuana.</li></ul> <p>However, you must list the conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code 1179 or 1772) or a pardon (per 4852.16 of the Penal Code).</p>
THE POSITION	<p>A Supervising Special Investigator I, under direction of the Chief Investigator, either (1) in an assigned area, to direct a staff of Special Investigators in the performance of field investigations to detect or verify suspected violations of laws, rules or regulations; or (2) in a headquarters office, to assist a superior in planning and directing a major investigation program, and to act for him/her in his/her absence; to make difficult investigations; and to do other related work. The positions are located in Arcadia, Los Alamitos, San Mateo, and Sacramento. Those with bilingual skills are encouraged to apply. The California Horse Racing Board is a POST certified agency and will require POST certification by all Investigative staff.</p>
BENEFITS	<p>Employees earn vacation and sick leave or annual leave; receive compensation for all official State holidays; health benefits that cover the employee, spouse and dependents with various plans available to choose from; retirement plan; and other benefits such as survivors' benefits, bereavement leave, deferred compensation plan, dental plan, group legal services plan, long-term disability insurance, parental leave, and vision service plan.</p>
EXAMINATION PLAN	<p>This is an open - promotional examination for the California Horse Racing Board. Eligibility may not be transferable to other State Agencies. Applications will be accepted on an open and nonpromotional basis, therefore career credits or Veterans preference will apply.</p> <p>The examination will consist of a QUALIFICATION APPRAISAL INTERVIEW ONLY, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified. It is anticipated that the examination interviews will be held in the month of August.</p>
ELIGIBLE LIST INFORMATION	<p>A departmental list will be established and will expire after 24 months from the date the list is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
PEACE OFFICER STANDARDS	<p><b>THE FOLLOWING PEACE OFFICER STANDARDS WILL APPLY:</b></p> <p><b>Citizenship Requirement</b> Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19<sup>th</sup> birthday.</p> <p><b>Felony Disqualification</b> Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code 1029, an applicant with a felony conviction will not be accepted for this examination.</p> <p><b>Age</b> Applicant must be at least 18 years of age.</p> <p><b>Background Investigation Information</b> If you are successful in this examination, you will be required to complete a background investigation form on which you must disclose (with the exception of the three items listed under Application for Examination Information, completing question 11) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. The hiring agency uses the information obtained on this document to conduct a background investigation to determine your suitability to become a peace officer.</p>

PEACE OFFICER  
STANDARDS CONTINUED

MINIMUM QUALIFICATIONS

Information collected for a background investigation after the examination is distinct from that required on the Application (Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing question 11 on the first page of the Application (Form 678).

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, “Or II”, “Or III”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% or the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

One year of experience performing the duties of a Senior Special Investigator I in the California State service.

**Or II**

Two years of experience performing the duties of a Special Investigator, **Range B** in the California State service.

**Or III**

**Experience:** Three years of experience in investigation work, at least two years of which involved complete responsibility for difficult and unusual cases. **And**

**Education:** Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**Special Personal Characteristics**

Willingness to work odd and irregular hours in various locations throughout the State; emotional stability; tact; keenness of observation; good memory for names, faces, and incidents; and good interpersonal skills. Those with Spanish bilingual skills are encouraged to apply.

SCOPE OF THE  
EXAMINATION

- A. Knowledge of:
  - 1. Investigation techniques and procedures.
  - 2. Directing others in the performance of investigatory work.
  - 3. Rules of investigatory work.
  - 4. Rules of evidence and court procedures.
  - 5. Principles of identification, preservation, and presentation of evidence.
  - 6. Sources of information used in locating persons.
  - 7. Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens.
  - 8. Interviewing techniques.
  - 9. Duties of Federal, State, and local law enforcement agencies.
  - 10. Interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered.
  - 11. Principles and techniques of personnel management and supervision.
  - 12. Supervising a staff of investigators.
- B. Skill in:
  - 1. Planning, organizing, and directing investigations.
- C. Ability to:
  - 1. Direct others in the performance of investigatory work.
  - 2. Interpret and apply to specific cases provisions of the laws, rules, or regulations enforced or administered.
  - 3. Supervise a staff of investigators.
  - 4. Gather, analyze, and prepare effective evidence.
  - 5. Prepare correspondences and reports.
  - 6. Speak and write effectively.
  - 7. Establish and maintain cooperative relations with Federal, State, and local law enforcement agencies.
  - 8. Analyze situations accurately.
  - 9. Think and act quickly in emergencies and adapt an effective course of action.

**GENERAL INFORMATION**

It is the Candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request to the California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825, attention Wendy Matsuda.

Applications are available at the State Personnel Board, local Employment Development Department offices, and the California Horse Racing Board Offices.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.

The State Personnel Board and/or the California Horse Racing Board reserve the right to revise the examination plan to meet the need of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the twelfth grade may be demonstrated in any one of the following ways: (1) passing the General Educational Development (GED) test; (2) completing 12 semester units of college-level work; (3) receiving certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business classes, substitution of business college work in place of high school on a year-for-year basis.

**VETERANS' PREFERENCE:** California law limits the granting of veterans' preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application form, which is available from the State Personnel Board offices, California Horse Racing Board Sacramento office or written test proctors.

**CAREER CREDITS:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served on full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduations from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section 12 of the Standard 678 Form.

DD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE)

California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825; (916) 263-6049